

ADM-17.01, "Employee Training Standards," April 1, 2006

SCDC POLICY/PROCEDURE

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NUMBER: ADM-17.01

TITLE: EMPLOYEE TRAINING STANDARDS

ISSUE DATE: April 1, 2006

RESPONSIBLE AUTHORITY: DIVISION OF TRAINING

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-17.01 (January 1, 2002)

RELEVANT SCDC FORMS/SUPPLIES: 17-2, 17-7, 17-9

ACA/CAC STANDARDS: 4-ACRS-7B-10, 4-ACRS-7B-11, 4-ACRS-7B-12, 4-ACRS-7B-18, 3-4208, 4-4070, 4-4073, 4-4074, 4-4075, 4-4076, 4-4077, 4-4088, and 4-4220

STATE/FEDERAL STATUTES: S.C. Code Ann. 23-6-400, 23-6-410, 23-6-420, 23-6-430, and 23-6-440 (Supplement 2000), and S. C. Department of Public Safety Regulation, Chapter 38

PURPOSE: To provide guidelines and direction to employees concerning the administration and applicability of employee training standards to include: New Employee Orientation Training, Institutional Orientation Training, annual In-Service Training requirements, and Correctional Officer Certification Training (Basic).

POLICY STATEMENT: The South Carolina Department of Corrections is committed to the enhancement of professionalism among its employees. To this end, the Department will require employees to attend both an orientation training program and annual in-service training in compliance with the requirements of applicable American Correctional Association (ACA) Standards; mandated state and/or federal statutes, acts, regulations, and codes, Agency approved training directives; and any other applicable standards, codes, regulations, or acts.

THIS POLICY/PROCEDURE HAS BEEN SUBSTANTIALLY REVISED. BECAUSE OF THIS, CHANGES ARE NOT SHOWN IN BOLD/ITALICS.

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### SPECIFIC PROCEDURES:

#### 1. COMPLIANCE:

1.1 All training developed, conducted, or sponsored by the Agency's Division of Training will comply with the specifications of applicable ACA Standards, CLEE requirements, mandated state and federal statutes, Agency directives, and any other applicable standards, codes, regulations, or acts.

1.2 Employee training programs are planned, coordinated, and supervised by qualified instructors. (4-ACRS-7B-10, 4-4073)

1.3 The curriculum, to include orientation, in-service, and specialized training programs, will be conducted through and reviewed on an annual basis in writing by the Division of Training. The Division Director of Training will modify the curriculum, if necessary, to comply with any changes made to either Agency directives, state and federal statutes, ACA Standards, and/or any other applicable standards, codes, regulations, acts, or current job-related training needs. (4-ACRS-7B-10, 4-ACRS-7B-11, 4-4077)

#### 2. AGENCY NEW EMPLOYEE ORIENTATION:

2.1 Scheduling: All new employees (part-time, contract, and full-time) will be scheduled to receive 40 hours of orientation training prior to being assigned to their official posts. If necessary, due to the number of employees hired, orientation training for non-uniform new hires may be postponed until the next available orientation class. Orientation training will be scheduled for all full-time and part-time employees at the time of their initial hire date by the Division of Human Resources, Recruiting and Employment Services Branch. Orientation training will be scheduled for contract employees at the time of their initial hire date by the

selecting official. The Division of Training will be provided with a "Roster of Employees" scheduled to attend orientation training by the Recruiting and Employment Services Branch. Uniformed employees will attend Correctional Officer Certification Training (C/O Basic) as scheduled after orientation.

**2.2 PRIVATE AGENCY NURSES:** Private agency nurses will be excluded from attending the 40-hour Agency Orientation training at the Training Academy.

**2.2.1** The private agency nurses will be required to receive appropriate institutional/agency orientation from the Health Care Authority or designee prior to assuming duties at the designated institution. In addition to this training, the private agency nurses will be required to obtain annual training. This annual training will cover at a minimum, emergency plans, fire and safety, and employee/inmate relations, and information relative to the Prison Rape Elimination Act (PREA).

**2.2.2** All orientation and training for private agency nurses will be documented by the Health Care Authority or designee with the Training Roster being forwarded to the Training Academy.) (4-ACRS-7B-18, 4-4088)

**2.3 Permanent Waiver:** A permanent waiver is a permanent exemption from attending SCDC New Employee Orientation and must be obtained in writing from the Agency Director.

**2.4 Temporary Postponement:** Newly hired full-time, non-uniformed employees may be postponed from Orientation for a period of time not to exceed 90 days if, in the opinion of the employee's supervisor, it is determined to be critical to the successful achievement of the Agency's mission, goals, or objectives that the employee be on duty immediately. The supervisor of the affected employee must obtain approval from the Division Director of Training or designee by completing SCDC Form 17-2, "Temporary Postponement of Orientation." All employees postponed for orientation will be rescheduled by the employee's supervisor through the Division of Training.

**2.5 Documentation:** Documentation concerning an employee's completion of SCDC orientation training will be maintained in each employee's personnel file. Employees will sign and date an orientation checklist indicating that orientation on particular subject matters has been received. The Division of Training will send this documentation to the respective institution. (4-4082)

### **3. PHYSICAL AGILITY TESTING FOR EMPLOYEES REQUIRED TO BE CERTIFIED:**

**3.1** New employees assigned to full-time, uniformed (security) positions will be required to successfully complete a physical agility test (PAT). If unsuccessful, employees will be provided the opportunity to retake the test prior to completing Correctional Officer Basic Training. Any new employee who fails the PAT a second time will be terminated pursuant to the procedures specified in existing SCDC Agency policies. Employees assigned to uniformed security positions, or to any other position requiring certification, will be advised of this requirement at the time of their hire by a Recruiting and Employment Services Branch official.

3.2 Employees who voluntarily transfer from a non-certified position to a uniformed position or lose certification for failure to attend required training when appropriately scheduled, will be required to successfully complete the PAT. If the employee fails to pass the PAT the first time, s/he will be allowed to retake the test until successful completion, up to six (6) months after the initial failed testing. If the employee fails to pass the PAT within the allotted time frame, s/he will be terminated pursuant to the specified Agency policy/procedures.

3.3 Reduction in Force (RIF) or reclassified employees assigned to a full-time uniformed (security) positions must successfully pass the physical agility test (PAT) within six (6) months of being placed into a Correctional Officer Position. If the employee fails to pass the PAT the first time, s/he will be allowed to retake the test until successful completion, up to six (6) months after the initial failed testing. If the employee fails to pass the PAT, s/he will be terminated pursuant to the specified Agency policy/procedures.

3.4 The Division of Training will be responsible for maintaining electronic documentation pertaining to each employee's successful or unsuccessful completion of the PAT.

#### 4. INSTITUTIONAL ORIENTATION:

4.1 All full-time, contract, and part-time employees assigned to work in any SCDC institution regardless of agency affiliation will be required to receive instruction specific to their institutional setting within 30 days of assignment or of their report date to the facility. This instruction , must include, but is not limited to, Institutional Emergency Plans. For new employees, this training will be provided in addition to New Employee Orientation Training. Existing Agency employees transferring from one institution to another will be required to attend institutional specific emergency plans training at their respective institutions within 30 days of their assignment. A lesson plan outlining required topics will be provided to each institution. (4-ACRS-7B-18, 4-4088, 4-4220)

4.2 Institutional orientation will be conducted by the Institutional Trainer/designee, Management Team, or designee and will be documented on SCDC Form 17-7, "Training Roster," and submitted to the appropriate Training Coordinator. Employees will sign and date an orientation checklist indicating that orientation on particular subject matters has been received.

#### 5. BASIC TRAINING REQUIREMENTS FOR UNIFORMED SECURITY PERSONNEL, INVESTIGATORS, OR OTHER SCDC EMPLOYEES:

5.1 Correctional Officer Cadets: Immediately upon successful completion of Agency New Employee Orientation, all Correctional Officer Cadets will be required to attend and successfully complete Correctional Officer Certification Training, with the exception of firearms qualification. Firearms qualification must be completed within six (6) months of the employee attaining the age of 21. [NOTE: In compliance with certification requirements, the Division of Training will re-conduct appropriate security/background checks within six (6) months of the employee attaining the age of 21. See Paragraph 5.2, below.]

5.2 Other Uniformed Security Personnel and Investigators : Immediately upon completion of Agency and Institutional New Employee Orientation, all uniformed security employees, with the exception of Correctional Officer Cadets (see Paragraph 5.1, above) and all employees hired as Instructors and Investigators will be required to attend and successfully complete Correctional Officer Certification Training before performing any official duties as an officer or arresting authority. (NOTE: The Agency Director may require or approve other employees or classified positions to attend this training at any time. Specific requests to schedule an approved employee(s) to attend this training must be forwarded through the appropriate Division Director or Warden to the Division of Training so that training can be scheduled.) (4-4074)

5.3 Non-Uniformed Positions: Certain non-uniformed positions, which have been identified by the SCDC, require Orientation and Correctional Officer Certification Training. The Agency will include this training requirement in all applicable job descriptions and in all vacancy announcements to inform staff and applicants of the requirement. New employees will be scheduled for this training through the SCDC Recruiting and Employment Services Branch at the time of their initial hire. (NOTE: Such employees will not be required to perform the physical agility test or attend the weapons portion of C/O Basic training.)

5.4 Employees Transferring from Non-Uniformed to Uniformed Security Positions or to Positions Requiring Certification: The Division of Human Resources will notify the Division of Training anytime an existing non-uniformed SCDC employee transfers (either due to promotion, demotion, lateral transfer, etc.) to a uniformed security position or to another position requiring certification. The Division of Training will ensure the timely scheduling of such employees to attend Correctional Officer Basic Certification Training in its entirety (to include the Physical Agility Test, [PAT]) and will conduct fingerprint and/or NCIC criminal record checks.

6. DOCUMENTATION REQUIREMENTS: In compliance with The Code of Laws of South Carolina, Training for Law Enforcement Officer requirements; the Division of Human Resources will ensure that, at a minimum, the following documentation is on file for all employees scheduled to attend New Employee Orientation/Correctional Officer Certification Training (to include Correctional Officer Cadets):

- Copy of birth certificate or military DD214 verifying that the officer is at least 21 years of age. (NOTE: Correctional Officer Cadets must be at least 18 years old at the time of hire.)
- Copy of high school diploma, State GED Certification, or Military DD214 verifying education.
- Verification that a background investigation has been initiated with previous employers and that a financial credit check has been completed.
- Verification of a medical examination indicating the employee is physically fit to perform the duties of the job and training, and successful completion (negative results) of a drug screening test.
- Verification that a criminal records check (FBI fingerprint report) has been initiated and that a National Crime Investigation Center (NCIC) Inquiry Report has been completed.
- Verification that a drivers license check (no suspension of drivers license within last five years for DUI or leaving the scene of an accident) has been conducted and verification that the employee possesses a valid South Carolina Drivers License or, if the employee is to be employed at an institution in a county which borders North Carolina or Georgia, a valid drivers license from that state.

- Verification that the employee has not been convicted of a crime nor has entered a plea of guilty or a plea of no contest, nor an admission of guilt (regardless of withheld adjudication) to a felony, a crime punishable by a sentence of more than one (1) year or \$1000 (regardless of the sentence actually imposed, if any), a crime of moral turpitude, or a crime of domestic violence in this or any other jurisdiction.

## 7. REQUIREMENTS FOR SUCCESSFUL COMPLETION OF ORIENTATION & CORRECTIONAL OFFICER CERTIFICATION TRAINING (BASIC ) TRAINING COURSE:

7.1 Each New Employee Orientation and Correctional Officer Certification Training class must be attended in its entirety. Correctional Officers and Cadets who do not complete certification training within six months of their hire date will be terminated.

7.2 All written and performance tests must be successfully completed pursuant to requirements established by the Division of Training. When an employee does not successfully complete such tests, the actions listed in paragraph 8.1 through 8.3, below, will apply:

## 8. REMEDIAL TRAINING AND RE-TESTS:

### 8.1 New Employees (Uniformed Security):

8.1.1 If a new employee fails to pass any written tests, the employee will be offered remedial training in the failed subject(s) and will be re-tested. Only one (1) re-test will be permitted per failed subject.

8.1.2 Should the new employee fail one re-test, s/he will complete the Correctional Officer Certification Training Program as scheduled. The employee will be scheduled to return to the Training Academy to attend the failed course within 90 days of completing certification training.

8.1.3 Should any new employee in attendance for a failed course fail to pass the written test s/he will be terminated by the Division Director of Training.

8.1.4 Should the new employee fail two re-tests or four (4) written exams, s/he will be terminated by the Division Director of Training.

8.1.5 New employees ( as outlined in Paragraph 6. above), who fail the firearms training required during Correctional Officer Certification qualification, will immediately be provided remedial training and three (3) additional opportunities to successfully qualify. If the employee fails to fire a qualifying score after this fourth attempt, the employee has failed firearms training. The Division of Training will reschedule the employee to attend the next C/O Basic Firearms training class to be conducted at the Training Academy. The employee will be scheduled to attend this class no later than 60 days from the employee's fourth (4th) attempt to qualify. If the employee fails to qualify during the rescheduled C/O Basic Firearms Class, s/he will be terminated by the Division Director of Training.

### 8.2 New Employees (Uniformed Non-Security and Non-Uniform):

8.2.1 If a new uniformed non-security or non-uniform employee, while attending the Correctional Officer Training Course, fails two retests or four (4) written tests, s/he will receive an incomplete for the course and no training credit hours will be granted.

8.2.2 The Division of Training will notify the appropriate Division Director/Warden for any necessary action which may include rescheduling the student for the Correctional Officer Training Course, continuing the students employment with the incomplete, or terminating the student. (NOTE: A non-certified new employees failure of the Correctional Officer Training Course should not be the only consideration for termination.)

8.3 Permanent State Employees: The same procedures outlined in paragraphs 7 through 8.1.5, above, apply for those employees attending Correctional Officer Certification Training who are required to be certified. However, prior to any personnel action on any permanent status employee, The Division Director of Training or designee , will contact the Employee Relations Branch to ensure that all appropriate regulations and policies are followed.

9. CERTIFICATION: An employees three (3) year certification cycle begins the date Correctional Officer Certification Training is successfully completed, provided the employees fingerprints have cleared. If fingerprints have not cleared, the employees three (3) year certification cycle will start on the date the employees fingerprints are cleared by the FBI or SLED. The employees three (3) year certification cycle will then be entered into the employees automated training records by the Division of Training. (NOTE: Certification cycles and re-certification requirements are further addressed under SCDC Policy/Procedure ADM-17.02, " Law Enforcement Training Standards" (CLEEC).

10. MINIMUM IN-SERVICE TRAINING REQUIREMENTS: The following training requirements represent the minimum training hours specified for compliance with this Policy. The Agency recognizes that some employees may be required to receive certain types of "mandated training" (see "Definitions") that will cause them to exceed these minimum requirements.

10.1 New Employees: New, full-time employees (either 20 hour employees or 67.5 hour employees) will be required to obtain their training hours during the first calendar year of their employment.

10.2 Permanent Employees:

Annual Training Requirements By Employee Category	
Employee Category	Number of Training Hours Required Annually
Certified (Including Central Office Employees required to be certified as part of their job)	20 Hours (See SCDC Policy/Procedure ADM-17.02, Training for Law Enforcement Officers Act for additional information.)

Employees Assigned to Institutions (With minimal inmate contact)	6 7.5 Hours (Amended by Change 1, dated September 4, 2007)
Central Office Employees (who do not supervise inmates/Non-certified) Division of Health Services	6 7.5 Hours (Amended by Change 1, dated September 4, 2007)  9 Hours (Amended by Change 2, dated June 7, 2010)
Contract/Part-Time Employees	As determined by supervisor.
Volunteers	See SCDC Policy/Procedure PS-10.04, "Volunteer Services Programs," for additional information.

10.2.1 Employees Assigned to Institutions: Full-time employees with minimal inmate contact assigned to administrative positions located in administrative buildings or similar sections of any SCDC institution will only be required to receive 6 7.5 hours of in-service training annually. The Warden will be responsible for identifying these employees upon hire or as the need arises and for providing a list of these employees names and position numbers to the Division Director Division of Training or a designee. All other full-time employees will be required to receive a minimum of 20 hours of in-service training annually.

10.2.2 Employees Assigned to Central Office: All full-time employees assigned to work in the Central Office will be required to receive a minimum of 67.5 hours of in-service training annually. This training requirement is applicable to all employees, regardless of their position, title, rank, or status.

Exception: The only exceptions to the above will be in the case of non-certified employees assigned to Central Office who supervise inmates as part of their official full-time job duties. ~~or are certified as a requirement of their positions (e.g., Majors assigned to the Division of Security)~~ These employees will be required to receive a minimum of 2010.5 hours of in-service training annually. The appropriate member of the Agency Director's special staff, operational staff, or Division Director will be responsible for designating those employee classifications or positions to which this exception applies and for forwarding this information to the Division of Training.

10.2.3 Employees Assigned to the Division of Health Services: All full-time employees assigned to work for the Division of Health Services will be required to receive a minimum of 9 hours of in-service training annually.(Amended by Change 2, dated June 7, 2010)

~~10.2.3~~ 10.2.4 Volunteers: All volunteers will receive training pursuant to the policies/procedures written to address Volunteer Services.



~~10.2.4~~ 10.2.5 Temporary (Pink-Slip)/Contract/Part-Time Employees Regardless of Agency Affiliation: Temporary (pink-slip), part-time, and/or contract employees will, at a minimum, be required to attend New Employee Orientation and Institutional Orientation. Additional training will be determined and approved by his/her supervisor. (4-4088)

~~10.2.5~~ 10.2.6 Any employee who fails to meet his/her training requirements will be subject to corrective action by the appropriate Warden/Division Director/designee, and/or the Division Director of Training.

## 11. REGISTRATION AND TRAINING CALENDARS:

11.1 Pre-registration requirements for in-service training will be determined by the Division of Training. All employees will utilize SCDC Form 17-9, "Pre-Registration," to register for any training class unless directed otherwise.

11.2 Employees will not receive training hours for repeating the same class/lesson plan more than once during a calendar year unless approved by the Division Director of Training.

11.3 All in-service training classes available to employees will be published by the Division of Training in the Agency Training Calendar. Information pertaining to the mandated training requirements of various classified Agency positions will be communicated to employees in the Training Calendar or by Training Coordinators. . It is the responsibility of individual supervisors to ensure that their respective employees receive all required training.

## 12. DEFINITIONS:

ACA Standards refers to the American Correctional Association Accreditation Standards for Adult Correctional Institutions, Standards for the Administration of Correctional Agencies, Standards for Correctional Training Academies, and Standards for Adult Community Residential Services.

Central Office refers to all employees working in administrative and support service buildings located on the Broad River Complex.

Correctional Officer Cadet refers to any employee hired in a Correctional Officer classification who is under 21 years of age.

Full-time Employee refers to any employee assigned to the Department of Corrections required to work a weekly schedule of 37.5 or more hours per week, to include contract and, for the purposes of procedures written to address orientation training only, pink slip employees.

CLEEC refers to Continuing Law Enforcement Education Credits.

Mandated Training refers to any training required to be attended by an employee to maintain certain licensure's and/or certifications; maintain compliance with standards applicable to their job duties, i.e., ACA standards; maintain compliance with Agency directives (specifically, training required by Agency policies/procedures and/or training approved by the Agency Director, or the Division Director of Training pursuant to existing policies/procedures concerning the Administration of Training Programs); maintain compliance with applicable statutes, regulations, or other legal requirements.

New Employee refers to a full or part-time employee occupying any part or all of an established position who has not completed a 12-month probationary period and is not considered a permanent state employee.

Part-time Employee refers to any employee assigned to the Department of Corrections required to work a schedule of less than 37.5 hours per week, to include contract, pink-slip, and paid student interns.

Permanent State Employee refers to a full-time state employee who has successfully completed a 12-month probationary period with any state agency.

Uniformed Security Position refers to all Correctional Officers and Cadets, Corporals, Sergeants, Lieutenants, Captains, and Majors.

—  
s/Jon Ozmint, Director

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